

WYBC - THE YALE BROADCASTING
COMPANY INCORPORATED

PROGRAM DEPARTMENT

May 18, 1948

TO: ALL MEMBERS

THE ANNOUN - ENGINEERING SYSTEM CHART BOARD HAS BEEN CHANGED SO THAT THE OLD SYSTEM OF PERMANENT SHIFTS WILL AGAIN BE IN OPERATION. THE THREE ANNOUNCING SHIFTS ARE FROM 4:30 - 6:00 (MINIMUM OF TWO MEN); 7:00 - 9:00 (MINIMUM OF THREE MEN); 9:00 - 11:10 (MINIMUM OF TWO MEN). THE FIVE ENGINEERING SHIFTS ARE FROM 4:15 - 6:00; 6:00 - 7:30; 7:30 - 9:00; 9:00 - 10:05; 10:05 - 11:10; EACH REQUIRING ONE MAN ONLY. PLEASE PUT YOUR TAG UP FOR ONE SHIFT OF BOTH ANNOUNCING AND ENGINEERING, FOR WHICH YOU ARE QUALIFIED, AND THIS WILL BE YOUR PERMANENT SHIFT FOR THE REST OF THE TERM. IF YOU ARE UNABLE TO MAKE YOUR SHIFT ON A CERTAIN DAY, YOUR TAG MUST BE REMOVED BY 4:00 P.M. OF THE DAY IN QUESTION. THE ANNOUNCERS ON SHIFT WILL WORK IT OUT SO THAT ALTERNATE VOICES, IN SO FAR AS POSSIBLE, WILL BE ON ADJACENT PROGRAMS; i.e. RECORDS ON ONE PROGRAM, COMMERCIAL ON NEXT.

BELOW THE ANNOUN - ENGINEERING CHART IS A LIST OF SPECIAL PROGRAMS WHICH REQUIRE A SPECIAL ANNOUNCER, ENGINEER, OR BOTH. YOUR NAME WILL BE TAGGED BESIDE A SHOW WHICH YOU ANNOUNCE OR ENGINEER. IF YOU CAN'T MAKE IT, YOUR NAME MUST BE REMOVED BY 4:00 P.M. OF THE DAY OF THE PROGRAM.

FOR ANY QUESTIONS, COMPLAINTS, OR SUGGESTIONS SEE MIKE ONOFRIO OR BILL HENRY.

EWB/lm

EWB

ARCHIVAL QUALITY

Perma/Dur.